

Help Page - Create New Guideline



NSW / ACT

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Create New Guideline

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Creating a New Guideline

1.

Click on NESA Registration Requirements area you are wanting to create the new Guideline in. This will take you to your school's area for this requirement.

School Guidelines

Table of Contents

- 5.2 Staff Management
- 5.3 Curriculum
- 5.4 Premises and Buildings, and 5.5 Facilities
- 5.6.1 Child Protection
- 5.6.2 Safe and Supportive Environment
- 5.7 Student Management
- 5.8 Student Attendance
- 5.9 School Management and Operation
- 5.10 Educational and Financial Reporting

5.2 Staff Management

All School Guidelines

- Conflict Resolution Guidelines (MC)
- External Providers Guidelines (MC)
- Junior School Casual Relief Teacher Guidelines (MC)
- Junior School Playground Duty Guidelines (MC)
- MC Position Descriptions (Support Staff)
- MC Position Descriptions (Teaching Staff)
- NNSW School Company Leave Forms, Timesheets and Expense

5.3 Curriculum

All School Guidelines

- Assessment and Reporting Guidelines (MC)
- Continuity of Learning Plan (MC)
- DUX (Years 6-10) Guidelines (MC)
- Homework Guidelines (MC)
- Junior School Report Writing Guidelines (MC)
- K-12 Curriculum Guidelines (MC)
- Professional Learning Guidelines (MC)

5.4 Premises and Buildings, and 5.5 Facilities

All School Guidelines

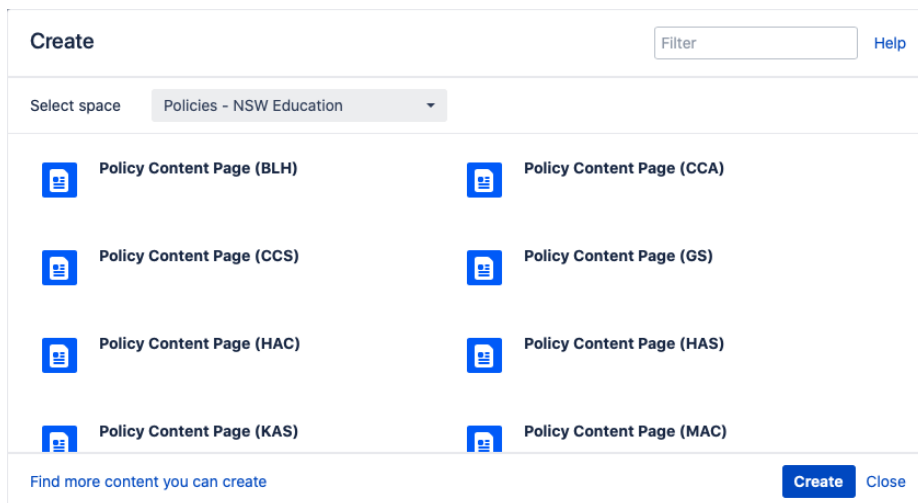
2.

When in the correct area, click on the three dots next to Create. This allows you to create a page from a template. Each School have a pre-setup template with their logo embedded.



3.

Look for your School's Policy Content Page i.e. "Policy Content Page (BCC)" (This uses the ASA abbreviations). Click on your School and choose "Create"



4.

Provide a Page title that describes the guideline being created, making sure it ends with your school abbreviation in brackets i.e Guideline Title (CCS)

Guideline Title (MAC)

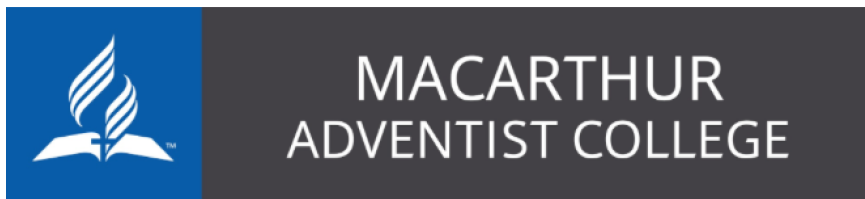


5.

Click on the padlock to edit the restrictions to the page



Curriculum Development & Review (MAC)



Set restriction to Editing restricted (top left) and add the you Conference Head Office Leaders, and your school leaders to the list. This allows the people of these group to update and edit the guideline.

Restrictions

[Help](#)

 Editing restricted

Everyone can view, only some can edit.

Can edit

Add



Everyone

Can view



NSW Confluence Content Admin

Can edit



GSE Head Office Leaders

Can edit

[Remove](#)



MAC Leaders

Can edit

[Remove](#)

Apply

[Cancel](#)

6.

Insert your content in the space marked "1. YOUR CONTENT GOES HERE.."

Don't remove any of the other areas on pages this can alter the way the page looks.



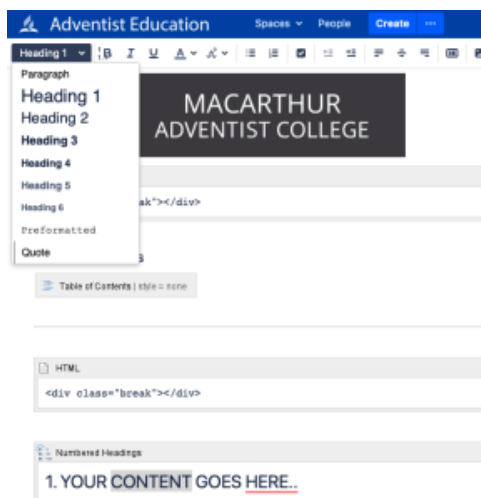
The numbers will automatically happen in the "1. YOUR CONTENT GOES HERE.." area

If you have a pre-existing document or using another school's guideline as a template, **copy** the contents of the document and **paste** it in the space marked "1. YOUR CONTENT GOES HERE.."

 **Numbered Headings**

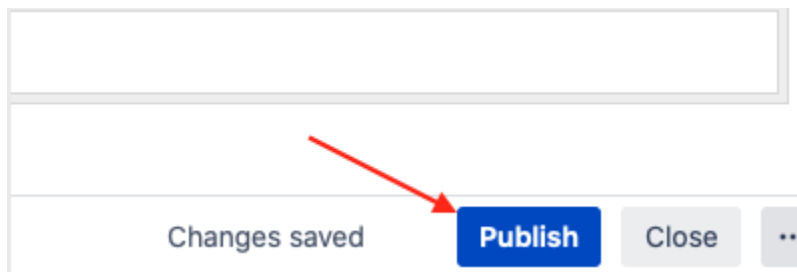
1. YOUR CONTENT GOES HERE..

Make sure that any headings have copied over if not use the formatting section in the top left. This will let the table of contents show the correct heading for quick access.

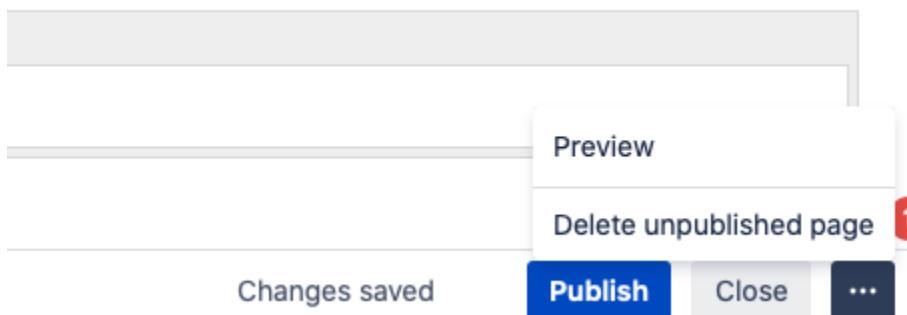


7.

Save the page with the "Publish" button on the bottom of the page.



If you want to discard the page click the 3 dot and then Delete unpublished page



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Edit a Guideline

1.

Locate the page you wish to edit and click the **edit** button in the top right

Pages / ... / 5.8.5.6 Wahroonga Adventist School

Enrolment Procedures (WAS)

Created by Jean Carter, last modified by NSW Confluence Content Admin on Sep 20, 2017




TABLE OF CONTENTS

- 1. ENROLMENT PROCEDURES
 - 1.1. Enrolment
 - 1.2. Enrolment Procedures
 - 1.2.1. Stage 1: Enquiry
 - 1.2.2. Stage 2: Application for Enrolment
 - 1.2.2.1. Prep & Kindy
 - 1.2.2.2. Years 1 – 6
 - 1.2.2.3. Year 7
 - 1.2.3. Stage 3: Enrolment Acceptances
 - 1.2.3.1. Prep
 - 1.2.3.2. Kindy
 - 1.2.3.3. Years 1 – 6
 - 1.2.3.4. Year 7

5.8.5.1 Sydney Adventist
> 5.8.5.2 Hills Adventist
> 5.8.5.3 Hurstville Adventist
> 5.8.5.4 Macarthur Adventist
> 5.8.5.5 Mountain View
▼ 5.8.5.6 Wahroonga Adventist School

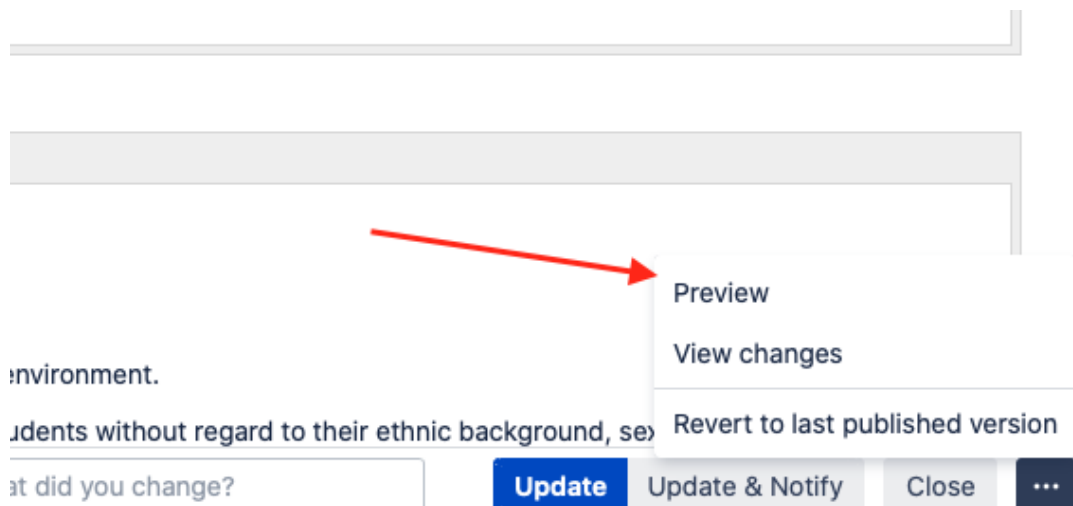
- Admissions Register
- Attendance Procedures
- Enrolment Procedures
- Guidelines on Exemptions
- Managing Non-Attending
- Record Keeping Procedures
- Re-Enrolment Procedures
- Registration Procedures
- Student Background Checks
- Student Withdrawal
- WAS Enrolment Forms

> 5.8.5.7 Border Christian Church
> 5.8.5.8 Canberra Christian Church
> 5.8.5.9 Narramine Christian Church
> 5.8.5.10 Avondale Christian Church

Edit Save for later Watching Share ...

2.

Once you have made your changes click on the 3 dots and click Preview.



environment.

Students without regard to their ethnic background, sex,

What did you change?

Update Update & Notify Close ...

Preview
View changes
Revert to last published version

This allows you see to the changes you have made to the page before clicking update, as every time you click publish it adds a new addition to the change history.

When you are happy with your changes click the **update** button.



ment.

without regard to their ethnic background, sex, or national origin. While

What did you change?

Update Update & Notify Close

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